

Hazard Awareness is one of the most important elements of any safety & health program. Safety Training for the General Services Division is designed to inform you (employees) about hazards in the workplace by heightening your awareness through knowledge of applicable safety regulations and policies, and use of safe work procedures. This includes how to identify unsafe conditions or work practices, and how to eliminate or control those hazards. Safety Training also provides the opportunity to communicate management's commitment for a safe work place for each of our employees, tenants and visitors.

#### **EMPLOYEE INDIVIDUAL TRAINING PLAN & TRANSCRIPTS:**

Every position description has been evaluated to determine what training is required to support its associated job duties. When you are hired as a new employee, you will receive an Individual Training Plan listing what training you are expected to take. Some training is only required upon initial hire while other training is required to occur on a regular basis (refresher or recurrent training), such as annually or every three years. Each team is assigned a Training Coordinator responsible to keep track of what training is required when for each of the team's employees. The Team Training Coordinator then coordinates with the Team Leader or supervisor and the employee to schedule required training. All training requirements, class schedules, tuition fees, and attendance records are maintained in a training database centrally administered by the Business Services Training Manager. Each employee is notified by their Team Training Coordinator and supervisor when they have been scheduled for training. Should you have a question about what training you need, please contact your Team Leader, Team Training Coordinator, or the Business Services Training Manager. Should you have a specific question about Safety training, please contact Safety.

#### TRAINING DELIVERY METHODS:







Computer Based Training (CBT) — Currently there are 19 safety courses available by CBT/on-line (through internet access to the web). When a course is available on-line, you may take it at your convenience. These on-line courses may be taken at any computer (at work or at home) that has internet access using web browsers such as Internet Explorer or Mozilla Firefox (do not use Netscape as it is not fully compatible). CBT allows you to work at your own comfortable pace. Course content can be customized to include specific organizational policies, procedures, and work site



information. If you must stop before completing the course, a bookmark feature allows you to stop the course at any point in the instruction and return at a later time to either the same point in the instruction or return to the course menu. Instruction is reinforced with embedded questions and module self-tests (like chapter reviews). The post-test will determine what topics you have not mastered and recommend review before attempting the test again. You must make 70 percent or better on the pre- or post-test (or on each and all module self-tests in the course) to successfully pass the course. Some CBT courses also require additional hands-on training. For refresher training, you can take a pre-test challenge (this philosophy allows you to skip the instruction if you demonstrate adequate knowledge). Very few employees need additional individual instruction or have trouble using CBT, but assistance is offered as needed. If you have questions about course content or problems in using CBT, please immediately call Safety.

Some safety instruction may also be presented using Power Point presentations as a stand alone course or to augment classroom instruction.

<u>Instructor Led</u> – An instructor teaches a course in a classroom environment. The instructor establishes class dates, coordinates for a classroom, how many employees can attend, and notifies the employees that they have been registered. If a class has self-enrollment, you may have to obtain supervisor approval as part of class registration.

<u>DVD/Videotape</u> – An instructor may augment his/her class using a digital video disc (DVD) or videotape. (DVDs are becoming the media of preference as videotapes are being phased out of production.) General Services is a member of the SC Occupational Safety Council, which has an extensive video library. Teams are encouraged to contact the Safety office if they are interested in obtaining a videotape/DVD for safety awareness or training at Team meetings.

#### TRAINING COSTS:

<u>Budget Forecasting</u>: The Safety Office projects safety training requirements for each team in General Services for the up-coming fiscal year (July 1 to June 30), and the projected costs are loaded into that year's budget. Actual costs for the current fiscal year that were not included in the previous projection are also included in the next fiscal year's budget.

<u>Billing</u>: Agencies outside of General Services are billed as the safety training occurs (they normally are not authorized access to computer based training). Teams within General Services transfer the allocated training funds at the beginning or throughout the fiscal year.

<u>Tuition Fees</u>: Each course's fee is preset in the learning management system. Fees are based on delivery method, duration of class, reproduction costs, room rentals and a number of other factors and are subject to revision, as required. Computer based training typically costs from one-half to one-tenth the cost of an instructor led class and, especially in the long run, involves much less training time.



#### **CORE SAFETY TRAINING:**

New Employee Safety Training
Hazard Communication
Fire Prevention & Emergency Action Plan (Part I)

On the first day of hire, every new employee is to receive New Employee Safety Training (NEST), usually conducted by Safety twice a month, or, as required. NEST introduces employees to the General Services Division safety policies, the hazard identification process, and accident reporting procedures. Employees also review their Individual Training Plan to know what training they are to receive. Then the new employee simultaneously takes the Hazard Communication course while learning how to use computer based (on-line) training (CBT). The new employee is then provided the Fire Prevention and Emergency Action Plan (Fire EAP Pt I) course and is free to continue taking other required classes as scheduled or CBT courses on his/her own.

NOTE: Due to the large number of contract employees hired between the normal state hire dates and due to special team needs, a customized NEST DVD course is used by the contractor to train each Contract Custodial, Horticulture and Parking employee before his/her first day of work for OGS.

#### **TEAM SAFETY TRAINING:**

Safety training does not stop with the completion of Core Safety courses. The new employee may require other Safety training depending on his/her job. Additionally, the new hire's supervisor will provide further safety training specific to his/her assigned tasks. This team Safety training will consist of:

- 1. Emergency plan information specific to the new employee's work location(s), i.e., Fire EAP Pt II:
  - A. Address (street name, building number, room number; and directions from major intersections) and telephone number.
  - B. Evacuation routes, location of fire alarm/employee notification devices/methods, and fire fighting equipment
  - C. Assembly locations for evacuation, lockdown and severe weather
  - D. Other emergency actions
- 2. Team procedures for reporting safety violations, accidents, and near-misses.
- 3. On-the-job training of safe operating procedures for tools, equipment, material handling equipment, and/or powered machinery used by the team to include:
  - A. Machine and tool guards, emergency stop control locations, and lock-out/tagout devices.
  - B. Location and use of emergency eye wash, shower or drench stations.
  - C. Location, checkout, use, maintenance and storage of safety equipment and personal protective equipment.



- 4. Review of Material Safety Data Sheets, how to obtain MSDS information, updating procedures and controls for hazardous chemical products used by the team.
- 5. Brief that the team is responsible and how to address safety issues as they arise to include on-going safety awareness training, team meetings, and their team safety committee.

#### **SAFETY COURSES**

### AERIAL LIFTS: SE0317-06

Since aerial lifts, powered platforms and scissor lifts carry people up to an elevated work level, there are fall hazards, overhead power lines and other dangers. Workers must know how to inspect the equipment to ensure that it is functioning properly. They must be prepared to handle an emergency situation when the equipment malfunctions or is damaged during use. They must respond appropriately when the weather conditions change for the worse during a job. They need to understand the equipment's load rating and the risks involved with overloads. In order to reduce the risk of these hazards, they must understand the inspection and safe operation of this equipment in the performance of their interior and exterior building and grounds maintenance duties.

FREQUENCY: Initial (OSHA)
DELIVERY: CBT (self-paced)







Aerial Lifts

#### ASBESTOS AWARENESS: SE0143-98A

Asbestos was used in many building materials prior to EPA and OSHA regulation in the 1980s but, when disturbed or is damaged and becomes airborne, asbestos can be a long-term health risk. Maintenance and Custodial employees learn about asbestos health hazards, and proper maintenance and housekeeping practices so asbestos won't be disturbed. They also learn how to read source documents to determine where asbestos is located in our facilities. If known or suspected asbestos-containing materials are damaged, employees learn to report it, isolate the area, obtain an authorized contractor to abate the asbestos, and to seek clearance prior to doing work in that area.

FREQUENCY: Annual (OSHA)

DELIVERY: CBT (self-paced) and Instructor-Led (1-1/2 Hours)









**Back Safety** 

#### BACK SAFETY: SE0022-99

Lifting improperly is the largest single cause of back pain and injury. Employees learn how to prevent back injury and pain by knowing and using proper lifting: clear the path, assess the load, and the proper body mechanics in lifting, carrying and setting down the load. Alternative lifts include using material handling equipment, breaking large loads into smaller loads, or getting other employees to help make the lift.

FREQUENCY: Every 3 Years (Policy)

DELIVERY: CBT (self-paced)

#### CONFINED SPACES – Part I: SE0089-98

Confined spaces are more dangerous than regular work areas. All employees required to enter confined spaces (such as manholes, pits, sub-cellars, tunnels, and some large-scale equipment) shall be trained prior to entry. Employees learn OSHA guidelines on how to recognize and categorize confined spaces, and proper non-permit, permit or alternate permit procedures. Employees must recognize and control hazards prior to and during entry such as using a multi-gas monitor for atmospheric monitoring of toxic or flammable gases, purging and ventilation, and evacuation procedures; work and personal protective equipment needs; and emergency rescue/retrieval procedures and equipment to include Entrant, Supervisor, and Attendant responsibilities.

NOTE: Attendants shall also be trained in 1st Aid and CPR

FREQUENCY: Annual (OSHA) DELIVERY: CBT (self-paced)





### CONFINED SPACES - Part II: SE0089-00

Employees setup for a simulated Permit-Required Confined Space entry and Attendants conduct a simulated emergency rescue.

FREQUENCY: Annual (OSHA)

DELIVERY: Instructor-Led (1-1/2 Hours)



CPR: (see First Aid)

DRIVER TRAINING: Initial (SE1908) & Refresher (SE1904)

Employees required to routinely drive state vehicles must possess a valid SC driver license and attend an 8-hour driver training course within 90 days of hire. A 4-hour refresher course is required every third year thereafter. Instructors use either the AAA or National Safety Council course materials. (The SC Dept. of Public Safety allows a 4 violation point reduction after attending an 8-Hour remedial driver training course.)

FREQUENCY: Every 3 years

DELIVERY: Instructor-Led (Initial - 8 Hours; Refresher – 4 Hours)







AAA Driver Improvement Program or National Safety Council Defensive Driver Course

#### ELECTRICAL SAFETY: SE0090-98A

This course covers electrical safety procedures of the OSHA Electrical Safety Standard (29 CFR 1910.331-335) for circuits below 600 volts, introduces workers to the principles of electricity; shows them safe work practices, distances and proper personal protective equipment required to avoid the dangers of electrocution, shock, and arc blast; and demonstrates correct responses to electrical emergencies.

FREQUENCY: Every 3 Years DELIVERY: CBT (self-paced)





Electrical Safety



#### FALL PROTECTION PART I: SE315-98

Employees that could fall from a high to a lower work level more than four feet below are trained to recognize and protect against these fall hazards. This class explains allowable fall protection methods for construction and general industry workplaces in accordance with OSHA standards to include 29 CFR 1926 Subpart M – Fall Protection. Procedures include correct methods for erecting, donning, handling, using, maintaining, doffing, disassembling, and limitations of personal fall arrest systems.

FREQUENCY: Annual (Policy)
DELIVERY: CBT (self-paced)





#### FALL PROTECTION PART II: SE315-98B

Employees receive a hands-on familiarization to include donning and doffing of the full body harness, components, and horizontal and vertical life line and positioning systems.

PREREQUISITE: Fall Protection Part I

FREQUENCY: Annual (Policy)

DELIVERY: Instructor-Led (45 Minutes)

# FIRE PREVENTION, EMERGENCY ACTION & HOMELAND SECURITY PLAN (FIRE EAP): PART I (SE0003-98) & PART II (SE00003-98B)

Learn what to do in different emergency situations. Part I provides a general overview of fire prevention, evacuation and emergency action procedures to include severe weather, bomb threats, intruders and other emergencies. In Part II, Teams are responsible for follow-on training covering team- or facility-specific information, i.e. the method of fire alarm notification; fire/emergency reporting procedures; the location of portable fire extinguishers, fire alarm pulls, primary and secondary emergency evacuation routes, and primary and secondary assembly points. Individuals assigned as a Floor/Area Warden, Accountability Monitor, Disabled Person Monitor, or Emergency Coordinator are trained on their additional responsibilities.

FREQUENCY: Part I – Initial (OSHA Required), Part II – Every 3 Years DELIVERY: Part I - CBT (self-paced) or Instructor-Led (30 Minutes)

Part II – Team Leader (15 Minutes)

















FIRE EAP PART III – PORTABLE FIRE EXTINGUISHERS: SE0003-03C

Employees required to perform fire watch (i.e., for welding operations) and/or are required by their job to fight small fires must know how to operate portable fire extinguishers. This is a live-fire hands-on exercise.

FREQUENCY: Annual (OSHA) DELIVERY: Instructor-Led





Portable Fire Extinguishers

#### FIRST AID (and CPR): SE0009-98

This American Heart Association course provides training in basic first-aid procedures for anyone who might be the first to respond to an emergency in the workplace or community. The CPR (cardiopulmonary resuscitation) portion instructs how to recognize and treat life-threatening emergencies with adult and child victims. A section on environmental emergencies (heat/cold stress, animal and insect bites, poisonous plants) is included. Automatic External Defibrillator training may also be provided. OSHA requires employees be trained in CPR and 1st Aid for specific hazardous work such as Permit Required Confined Space entry or electrical operations. This course is taught by American Heart Association certified instructors using digital video instruction reinforced by instructor-led skills, exercises and discussion.

FREQUENCY: Every 2 Years (OSHA; AHA)

DELIVERY: Instructor-Led (6 Hours)



**FORKLIFTS**: (see Industrial Trucks)



#### **GROUNDS MAINTENANCE: SE0125-98**

Horticulture employees involved in maintaining the grounds for SC B&CB-owned or operated facilities learn to recognize potential hazards, proper personal protective equipment needs, and safe and proper work practices for various pieces of grounds maintenance equipment. Classes are scheduled and conducted by supervisors from the Facilities Management - Horticulture Team.

NOTE: Class is followed by on-the-job training involving walk-behind and riding lawn mowers, powered edger, powered string trimmer, powered leaf blower, powered hedge trimmer, the chain saw, and/or other lawn maintenance powered equipment, as required.

FREQUENCY: Initial

DELIVERY: CBT (self-paced) and Instructor-Led









Grounds Maintenance Equipment

### **HAZARD COMMUNICATIONS**: SE0182-98

The Hazard Communications (HAZCOM) instruction, required by OSHA, explains the employee's Right-To-Know law about hazardous materials and chemicals used in the work place. All employees are taught how to obtain pertinent information from Material Safety Data Sheets (MSDS) and product labels prior to use. A product's MSDS covers health hazards, safe handling, personal protective measures, proper storage, and emergency actions to include first aid (in case of exposure to hazardous materials) and spill clean up.

NOTE: Team Leaders are responsible for review of Material Safety Data Sheets, how to obtain MSDS information, updating procedures and controls for hazardous chemical products used by the team.

FREQUENCY: Every 3 years (Policy)

DELIVERY: CBT (self-paced) or Instructor-Led (1 Hour)





**Hazard Communications** 



HEAT STRESS: SE0016-06

Heat stress is caused by a number of interacting factors, including environmental conditions, clothing, workload, and the individual characteristics of the worker. This course discusses progressive symptoms and provides prevention and care procedures.

FREQUENCY: Initial

DELIVERY: CBT (self-paced)



Heat Stress

#### INDUSTRIAL TRUCKS, INSTRUCTION: SE0091-98C

Industrial Trucks (Forklift) OSHA-required training consists of instruction and a driving evaluation. The instruction reviews the hazards of forklifts and their operating principles to include load capacity, the stability triangle, pre-operation inspection and proper techniques for changing batteries or refueling gas and LPG propane forklifts. Safe driving concepts cover interaction with pedestrians to avoid injuries, and proper load handling and hazard awareness to avoid product and equipment damage.

FREQUENCY: Every 3 years (Policy)

DELIVERY: CBT (self-paced)





### <u>INDUSTRIAL TRUCKS - EVALUATION</u>: SE0091-98D

A Team Evaluator familiarizes the new employee with controls and operations of any attachments for each industrial lift/truck to which the employee is assigned then will provide probationary period of on-the-job operator supervision. The Evaluator will determine when the industrial truck operator receives certification where the employee must demonstrate that he/she can competently and safely operate the industrial truck. The evaluation includes an equipment walk-around check and then operation of the truck through typical obstacles found in the employee's work environment. A load is to be picked up and carried from one point, driven through the various obstacles and delivered to a specified destination. Team evaluators can conduct a formal obstacle course style



evaluation or make observations during daily operations. A separate evaluation is required for each different class of industrial truck (I, II, III and/or V) to which the employee is assigned.

PREREQUISITE: Industrial Trucks – Instruction

FREQUENCY: Annual (OSHA) DELIVERY: Team Evaluator

#### JOB SAFETY ANALYSIS: SE1298-98B

Teams learn how to use this Safety/Total Quality Management tool to look at their work processes, state the actual and potential hazards associated with each step of the process, and ways to either eliminate or control those hazards.

FREQUENCY: Upon Request

DELIVERY: Facilitator during a Team's Work Process Review







#### LADDER SAFETY: SE0316-98

The main hazard when using a ladder is falling. A wrong selection of a ladder, poor maintenance, or improper use can cause the employee to fall. Instruction focuses on portable and fixed ladders, how to recognize fall hazards and ways to minimize these hazards by covering how to choose the correct portable ladder for the job, how to spot a damaged ladder, proper set up and climbing techniques, and appropriate maintenance and storage.

FREQUENCY: Initial

DELIVERY: CBT (self-paced)







Lead Awareness

Lead Awareness: SE0127-98

Ladder Safety

Lead has a detrimental health affect on almost every organ and system in your body. Even though lead use has dramatically reduced in recent years, the health concerns remain due to its many uses like in gasoline, paints and ceramic products, caulking, and pipe solder. Employees learn of possible exposure to lead (i.e., through welding or other maintenance activities), the permissible exposure limits, and engineering, administrative, and work practice controls. Emphasis is placed on personal protective equipment,



especially respiratory protection requirements, to reduce and maintain employee lead exposure to safe levels. The "Working Safely with Lead" (videotape) is discussed relative to our maintenance operations.

FREQUENCY: Annual (OSHA)
DELIVERY: Instructor-Led (1 Hour)

### LOCKOUT/TAGOUT: PART I (SE0090-98) & PART II (SE0090-98B)

Part I educates employees on how to prevent an accidental release of hazardous energy (electrical, mechanical, hydraulic, chemical, thermal, pneumatic, potential, stored, etc.) which could injure them during servicing and/or maintenance to equipment and/or machinery. Employees are taught how to isolate and control hazardous primary and secondary energy sources prior to their work. Part II requires an initial hands-on demonstration of various lockout and tagout devices used in electrical and plumbing work. Every year thereafter employees are observed to ensure proper LOTO is used. Emphasis is placed on obtaining a lockout device specifically designed for the make and model of equipment instead of using a universal fit lockout device.

FREQUENCY: Annual (Policy)

DELIVERY: Part I - CBT (self-paced), Part II - Instructor-Led/Evaluator (30 minutes)





Lockout-Tagout

### NEW EMPLOYEE SAFETY TRAINING: SE0001-98

General Services places high priority on Safety. Therefore, New Employee Safety Training is conducted the afternoon of the first day of hire, normally the 2<sup>nd</sup> and 17<sup>th</sup> of the month. Newly hired employees are provided an awareness of safety's importance, and their personal role to maintain a safe and healthy work environment. Safety policies, hazard identification, accident reporting procedures, and the individual's training plan are discussed. Training on computer based training immediately follows.

FREQUENCY: Initial

DELIVERY: Instructor-Led (3 Hours including HAZCOM and Fire EAP Part I)







OFFICE SAFETY: SE0004-99

This instruction introduces employees to the hazards of the office environment. Ergonomic issues such as video display terminals, proper workstation design and preventing back injuries are discussed. Other issues include general injury prevention; slips, trips and falls; workplace violence and personal security; and stress management.

FREQUENCY: Initial

DELIVERY: CBT (self-paced)









Office Safety

### PERSONAL PROTECTIVE EQUIPMENT: SE0002-99

When engineering controls and administrative procedures are not enough to protect employees from hazards, personal protective equipment (PPE) becomes the "last line of defense." In this course employees will become familiar with the purpose, basic concepts, and understand when PPE is necessary. The employee will be able to recognize different types of PPE available to protect eyes, face, ears, head, hands, body and feet; understand how to wear and maintain PPE; recognize its limitations; and understand how PPE can protect them from on-the-job hazards. Material Safety Data Sheets, other specialized Safety training, and supervisors typically will mention what type of PPE is required for safe operations.

FREQUENCY: Initial

DELIVERY: CBT (self-paced)















Personal Protective Equipment



#### SCAFFOLD SAFETY: SE0318-06

Fatal falls from scaffolds occur as a result of improper installation, improper worker training, or failure to use appropriate personal fall protection. Fabricated frame scaffolds are the most common type frequently used in one or two tiers, but their modular frames can also be stacked several stories high. This course addresses various types of scaffolds, scaffold hazards and how to avoid them, safe assembly (stability and height restrictions), competent person inspection, worker safety, and personal protective equipment, especially guard rails and/or personal fall protection.

FREQUENCY: Initial

DELIVERY: CBT (self-paced)







Scaffold Safety

#### TOOL SAFETY: SE0124-98A

OSHA prohibits employees from using equipment unless they have been trained, and also prescribes guards and other procedures. This instruction demonstrates safe work practices and guarding for various hand tools, and stationary and portable powered tools.

FREQUENCY: Initial

DELIVERY: CBT (self-paced)









Tool Safety



#### RESPIRATORY PROTECTION, INSTRUCTION: SE0018-98C

Inhalation is one of the major exposure routes for toxic chemicals. In this course employees learn to recognize potential respiratory hazards; uses and limitations of respirators; and how to inspect, don/doff, maintain and store respirators.

NOTE: Besides this instruction, employees must be qualified through medical examination by a local physician, and fit tested for a specific respirator.

FREQUENCY: Annual (OSHA) DELIVERY: CBT (self-paced)

#### RESPIRATORY PROTECTION, MEDICAL/SPIROMETRY EXAM: SE0018-98M

Employees assigned to use specific respiratory protection must first be found physically fit by a general medical examination and a spirometry (lung) test. Follow-up exams may be required due to medical or physical changes affecting the wearing of a respirator.

FREQUENCY: Initial then As Required (OSHA)

DELIVERY: Physician COST: Call Physician







Respirator Training,

Medical (Spirometry) Examination,

and Fit Testing

#### RESPIRATORY PROTECTION, FIT TEST: SE0018-98F

The employee will select an appropriate style and size respirator then is physically checked for proper fit using the Qualitative Fit Test method. The test places the employee in an enclosure, a test vapor is introduced and the employee performs various exercises to determine if the face mask gives a continuous and proper seal onto the face. FREQUENCY: Annual (OSHA)

DELIVERY: Instructor-Led (30 Minutes)



Safety & Workers Comp for Mgrs & Supervisors

# SAFETY AND WORKERS COMPENSATION FOR MANAGERS AND SUPERVISORS: SE1298-99A

Safety guidance at the supervisory level is vital to preventing accidents and injuries. Safety doesn't happen by itself! It must be fostered from the top down and instilled through training and by example. This course informs managers and supervisors on how



to create a workforce where Safety is a top priority by providing information and tools for effective management of Safety issues. Medical care must be coordinated for an employee injury, and accidents must be reported, investigated and analyzed. The purpose of Workers Compensation, premiums, claim procedures, benefits, the supervisor's role and modified duty are explained. Safety training requirements, scheduling, methods of delivery and billing are discussed. Hazard identification and control, the communication process through Safety Committees and Safety Web Page, OSHA complaint inspections, and safety accountability issues are also reviewed.

FREQUENCY: Initial

DELIVERY: Instructor-Led (2 - 1/2 Hours)

<u>WELDING - AWARENESS (CUTTING, BRAZING & SOLDERING)</u>: SE0100-98A Employees who cut, braze and solder work under the General Services Hot Work Program.

**ASSOCIATED COURSES:** 

1) Welding 2) Lead Awareness 3) Portable Fire Extinguishers

FREQUENCY: Initial

DELIVERY: Instructor-Led (1 Hour)



Welding Awareness



Welding

WELDING: SE0100-98B

Employees who are required to weld learn about OSHA welding safety requirements (Subpart Q - Welding, Cutting, and Brazing, 29 CFR 1910.251- 1910.255) and General Services procedures and work restrictions. The instructor augments a "Welding Safety" videotape with discussion about general welding hazards and safety operations; special personal protective equipment for welder operators; compressed gas cylinders handling and storage; oxygen-fuel gas and arc welding and cutting, and resistance welding safety precautions.

**ASSOCIATED COURSES:** 

1) Welding Awareness 2) Lead Awareness 3) Portable Fire Extinguishers

FREQUENCY: Initial

DELIVERY: Instructor-Led (2 Hours)